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PHOTOGRAPHIC INTELLIGENCE CAREER SERVICE

COMPETITIVE EVALUATION SYSTEM

GENERAL:

Once a year all members or provisional members of the IP Career Service in grades GS-05 through GS-14 will be competitively evaluated and rated by their respective division/staff chief.

RATINGS:

In competitively evaluating employees, the following ratings will be used:

CE Rating

- |   |   |
|---|---|
| 1 | Warrants early consideration for advancement.   |
| 2 | Warrants future consideration for advancement.  |
| 3 | At this time, should not be considered for advancement.   |
| X | Added to numerical rating, signifies subject possesses potential utility in functional areas in addition to that of present assignment. Requires identification of potential areas of utility in narrative description. |

CRITERIA:

Criteria to be used in arriving at the competitive evaluation rating (CER) will consist of factors concerning an individual's background, performance, and potential. Not all of the criteria listed below need be considered nor should consideration necessarily be limited to these factors.

a. Background--education; Agency experience; non-Agency experience; training; years of employment; age.

b. Performance-Fitness Reports; commendations; individual characteristics such as attitude toward organization and associates; job motivation; flexibility; perseverance; cooperation; initiative; resourcefulness; and imagination.

c. Potential--supervisory; analytical; technical; liaison and/or administrative ability; ability for oral and written expression; leadership ability.

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REVIEW:

Review of CE Ratings will be accomplished as follows:

a. GS-05's through GS-10's.

Scheduling of formal competitive evaluation ratings on individuals in this grade group will be deferred until later determined by the Board.

b. GS-11's through GS-14's.

This grade group will be reviewed by the Career Service Board and each individual will be given a Board rating.

(1) Prior to the competitive evaluation meeting, each division and staff chief will submit a short memorandum explaining each CE Rating given to individuals in the grade group being considered. These memoranda together with the personnel folders will be divided proportionately among Board members for review prior to the meeting. Each Board member will be furnished with a listing of individuals in a specific grade and the ratings recommended by their division or staff chiefs.

(2) At the competitive evaluation meeting, there will be a case by case review of each individual in the grade group under consideration. On each case assigned to him, each Board member will be responsible for challenging or supporting the rating given by the division or staff chief.

c. GS-15's & above.

This grade group will be considered by the Director, NPIC or his designee.

SCHEDULE:

Insofar as possible, the following schedule will be followed for annual competitive evaluations:

<u>Grades</u>	<u>FR's Due</u>	<u>Month of Review</u>
GS-14	April	May
GS-13	January	February
GS-12	January	March
GS-11	October	November

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<u>Grades</u>	<u>FR's Due</u>	<u>Month of Review</u>
GS-09 and GS-10	October	December
GS-06 thru GS-08	July	August
GS-05	April	May

LISTINGS:

Listings of individual CER's by grade will be prepared by the Administrative Staff following final review and approval. Copies of these listings will be made available to Board members for use in consideration of promotion requests.

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